

Special Measurement User's Guide (Release 2 - February 2006)

This document provides step-by-step instructions to use warfighter.dla.mil's Special Measurements ordering process.

To order a special measurement item, on the Main Menu Bar, select Registered Customer Services → Special Measurements. You will note that the special measurement item catalogs are segregated by Military Service.

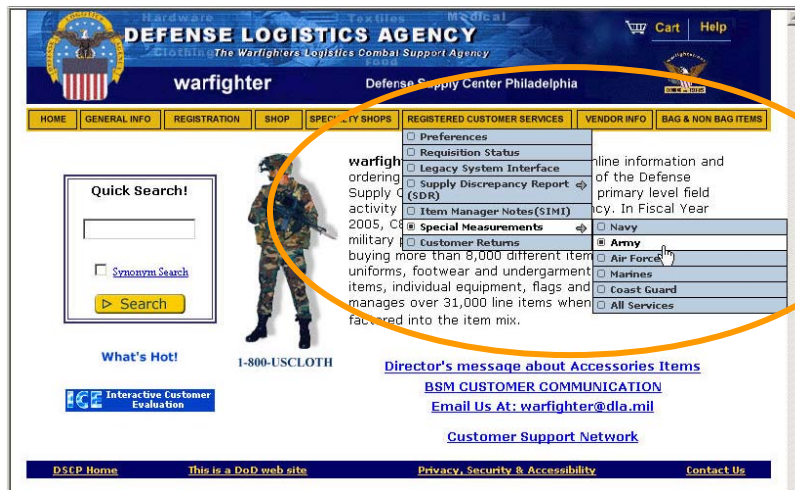


Figure 1: Special Measurements Menu Navigation

When the designated Service list of available Special Measurement Categories appear, make your selection by clicking on either item description or PGC.



Figure 2: Special Measurements Categories

Special Measurement User's Guide

The category / item details are shown. Enter the desired quantity and click the “Add” button.

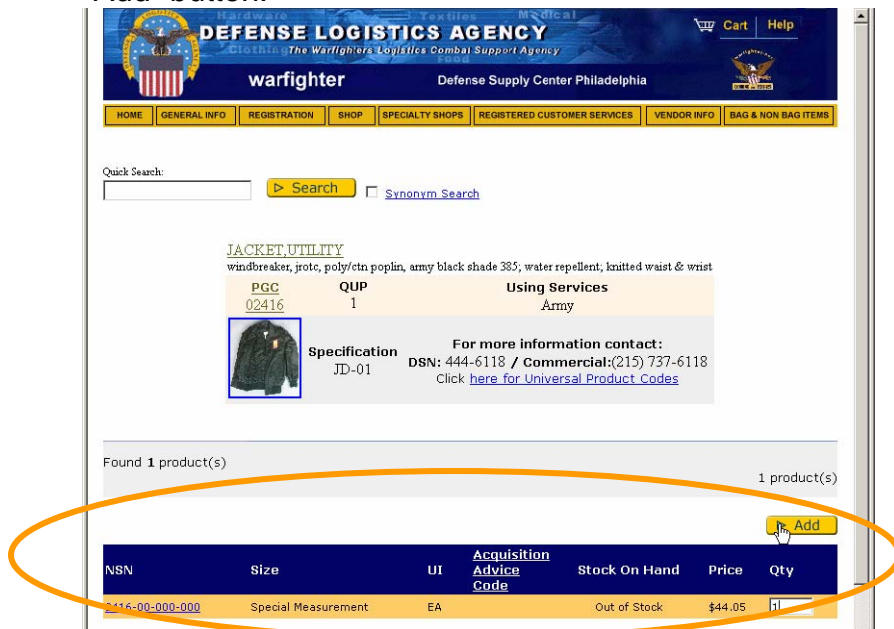


Figure 3: Special Measurements Item Details

If you are not yet logged on, you will now be prompted to login.

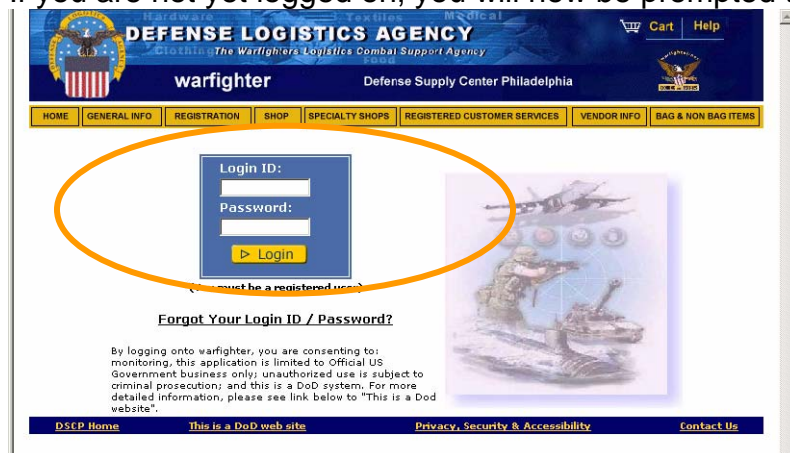
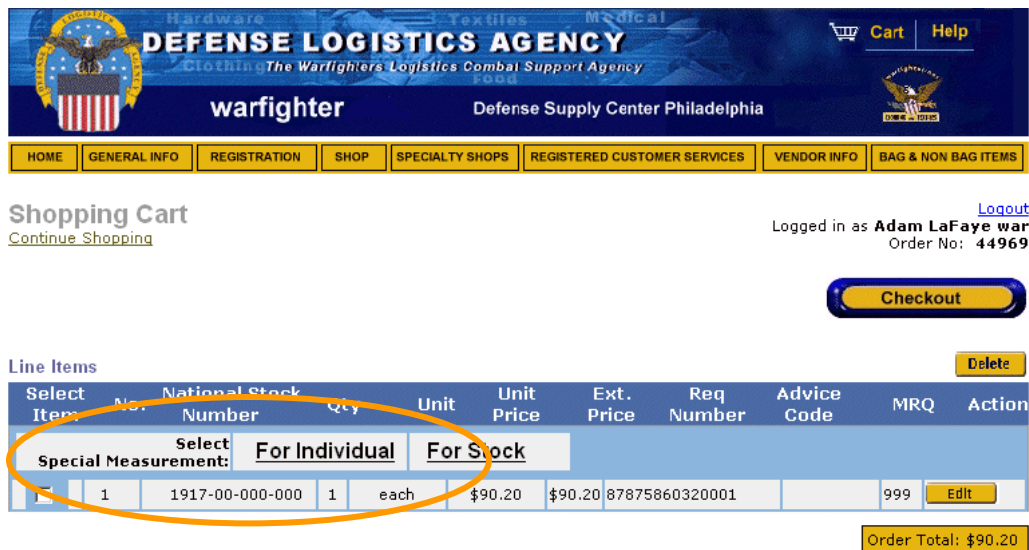


Figure 4: Warfighter Login Page

There are two types of special measurement orders. The first is “for individual” – where you measure the individual and enter those measurements in the person’s profile on the web site. The other, is “for stock” – in this instance you know of an existing NSN size that the Defense Supply Center Philadelphia (Clothing & Textiles) does not stock, e.g., size XXXL. “For stock” orders do not require the input of any measurement data, just the input of the size.

Special Measurement User's Guide

Therefore, once you have chosen an item, warfighter.dla.mil will prompt you to choose either “For Individual” or “For Stock”.



Select Item	No.	National Stock Number	Qty	Unit	Unit Price	Ext. Price	Req. Number	Advice Code	MRQ	Action
	1	1917-00-000-000	1	each	\$90.20	\$90.20	87875860320001		999	Edit

Order Total: \$90.20

Figure 5: Shopping Cart

When you choose “For individual”, the Special Measurement Recipients screen will appear. From the drop down recipients menu, select either “new recipient” or “existing recipient”.



Special Measurement Recipients

Recipient:

Select an option from the drop down above.

Figure 6: Special Measurement Recipients Screen

Special Measurement User's Guide

The screenshot shows the top navigation bar of the Defense Logistics Agency (DLA) website, including the logo, "warfighter" branding, and the Defense Supply Center Philadelphia. Below the navigation bar is a horizontal menu with links: HOME, GENERAL INFO, REGISTRATION, SHOP, SPECIALTY SHOPS, REGISTERED CUSTOMER SERVICES, VENDOR INFO, and BAG & NON BAG ITEMS. The user is logged in as Adam LaFaye war, and the order number is 44969. The main content area is titled "Special Measurement Recipients". A dropdown menu is open, showing options: Select, New Recipient, hbeach, DDel Rossi, FFlintstone, jgonzalez, jhurley, and jjane. The "New Recipient" option is highlighted. Below the dropdown, there is a text input field labeled "Select an option" and a button labeled "down above". The footer contains links: DSCP Home, This is a DoD web site, Privacy, Security & Accessibility, and Contact Us.

Figure 7: Special Measurement Recipients Screen Dropdown Menu

All "For individual" orders must have a profile on file. If this order is for a "New Recipient", you must complete a profile of measurements. If it for an existing recipient, click on the name and then update/verify that the measurements are correct. If not, please correct / add data.

Create a new recipient profile by entering the recipient's full name, gender, branch, title and birth date. Click on Add & Continue.









The screenshot shows the "Special Measurement Recipients" screen with the "New Recipient" option selected in the dropdown menu. Below the dropdown is a section titled "Recipient Information" containing a form with the following fields: First Name (Michael), Middle Name (optional), Last Name (Smith), Gender (Male selected), Branch or Department (Army selected), Title or Rank (optional), and Birth Date (January 20, 1988). The "Add & Continue" button is highlighted with an orange circle. The footer contains links: DSCP Home, This is a DoD web site, Privacy, Security & Accessibility, and Contact Us.

Figure 8: Recipient Profile Information

Special Measurement User's Guide

Continue to add recipient's measurement data. Enter the measurement required for the item. For details and help on a specific measurement, click the Video link for each measurement. Note that the required measurements will vary depending on the type of item you are ordering. If measurement value entered appears to be out of line, the system will highlight the measurement(s) to notify you of a potential error and request you verify data. If you verify the measurement(s), the system will allow you to continue with your order. Be sure to add in the comments box what subGarments were worn when measurements were taken. Click the "Continue" button to confirm the measurements.

Profile Information					
No profile fields required!					

Measurement Information					
Measurement(s)	Video	Unit	Lower	Upper	Value
Height		inches	58	83	<input type="text"/>
Weight		pounds	100	316	<input type="text"/>
Waist		inches	25	48	<input type="text"/>
Abdomen		inches	25	49	<input type="text"/>
Thigh		inches	18	35	<input type="text"/>
Seat		inches	31	55	<input type="text"/>
Leg Outseam		inches	35	59	<input type="text"/>
Leg Inseam		inches	26	44	<input type="text"/>

SubGarments Worn:

Continue

Figure 9: Special Measurements New Recipient Data Entry Page

Special Measurement User's Guide

DEFENSE LOGISTICS AGENCY
Clothing The Warfighters Logistics Combat Support Agency

warfighter Defense Supply Center Philadelphia

HOME GENERAL INFO REGISTRATION SHOP SPECIALTY SHOPS REGISTERED CUSTOMER SERVICES VENDOR INFO BAG & NON BAG ITEMS

Logged in as **Adam LaFaye war**
Order No: **44954**

Profile Information

Shoulders: ☒ Normal ☐ Sloping ☐ Square
 Seat: ☐ Normal ☒ Flat ☐ Full
 Posture: ☒ Normal ☐ Forward/Stooped
 Back: ☒ Normal ☐ Sway Back

Measurement Information

Measurement(s)	Video	Unit	Lower	Upper	Value
Height		inches	58	83	<input type="text" value="72.00"/>
Weight		pounds	100	316	<input type="text" value="190.00"/>
Neck		inches	11	18	<input type="text" value="14.00"/>
Back Coat Length		inches	23	39	<input type="text" value="30.00"/>
Back Waist Length		inches	13	24	<input type="text" value="20.00"/>
Across Shoulders		inches	16	22	<input type="text" value="19.00"/>
Shoulder Circumference		inches	39	60	<input type="text" value="50.00"/>
Arm Inseam (Left Arm)		inches	14	26	<input type="text" value="18.00"/>
Arm Inseam (Right Arm)		inches	14	26	<input type="text" value="18.00"/>
Biceps		inches	9	16	<input type="text" value="12.00"/>
Chest		inches	30	52	<input type="text" value="40.00"/>
Waist		inches	25	48	<input type="text" value="40.00"/>
Abdomen		inches	25	49	<input type="text" value="40.00"/>
Seat		inches	31	55	<input type="text" value="40.00"/>

SubGarments Worn:

[Continue](#)

DSCP Home This is a DoD web site Privacy, Security & Accessibility Contact Us

Figure10: Special Measurements Profile and Measurements Page

NOTE: If you are ordering gloves for an individual, a special screen will appear:

Profile Information

No profile fields required!

Measurement Information



Measurement(s)	Video	Unit	Lower	Upper	Value
Hand Tracings Hand Tracing Form			0	0	<input type="text" value="0.00"/>

SubGarments Worn:

Figure 11: Special Measurements / Hand Tracings

Special Measurement User's Guide

When you click on "Hand Tracings", the following form will appear:

SPECIAL MEASUREMENT GLOVE FAX FORM			
Complete all fields in this form, including the left and right hand tracing measurements.			
FAX INFORMATION			
Receiving Fax Number:	(215) 737-3163		
Name:	Ellen Henning		
Company:	DSCP - Special Measurement Clothing		
Telephone:	(215) 737-2482 DSN=444-2482		
Total Pages Sent:	4		
Requ. No./Date: SC010060460001 -- Wed Feb 15 12:00:00 EST 2006		Requ. No.:	
ORDERING OFFICER			
Full Name:	testingjl4	DSN Phone:	2157378352
Requ. DODAAC:	SC0100	COM Phone:	2157378352
OO Rank:		Email:	jeanette.lacovara@dla.mil
REQUISITION CODES			
Required Delivery Date:	61	Demand Code:	R
Signal Code:	A	Fund Code:	JL
Distribution Code:		Project Code:	
Priority Code:	15	Media & Status Code:	S
Advice Code:		Supplementary Address:	
GARMENT RECIPIENT			
Recipient Name:	jlacovara	Installation:	Other
Order Type:	For Individual	Gender:	female
Grade-Rank:		Age/DOB:	1988-02-15
Service:	Other		
GARMENT INFORMATION			
Garment Description:	GLOVE, MEN'S	Garment Id:	8440000GLV426
Quantity/Unit:	1	Extended Cost:	12.65
MEASUREMENTS			
LEFT Hand Tracing:			
			
RIGHT Hand Tracing:			
			

Complete the Form; provide tracings and Fax Form to DSCP POC, at FAX number. Return to warfighter screen and click continue for the Shopping Cart to appear.

Figure 12: Special Measurements / Hand Tracing Form and FAX

Special Measurement User's Guide

Upon completion of data entry /verification, your shopping cart will appear:
To submit your Special Measurements order, click the "Checkout" button.

The screenshot shows the 'warfighter' shopping cart interface. At the top, there's a navigation bar with links like HOME, GENERAL INFO, REGISTRATION, SHOP, SPECIALTY SHOPS, REGISTERED CUSTOMER SERVICES, VENDOR INFO, and BAG & NON BAG ITEMS. Below this, the user is logged in as 'Adam LaFaye war' with Order No. 44954. A 'Checkout' button is highlighted with a red circle. The 'Line Items' table shows one item with 'Special Measurement: MTSmith' and 'For Stock'. The 'Order Total' is \$44.05. Below the table, there are sections for 'Stored Order - Entire Order' and 'Order Title - Entire Order', each with a text input field and a 'Save' button.

Select Item	No.	National Stock Number	Qty	Unit	Unit Price	Ext. Price	Req Number	Advice Code	MRQ	Action
	1	2416-00-000-000	1	each	\$44.05	\$44.05	87875860200001		999	Edit

Order Total: \$44.05

Figure 13: Special Measurements Recipient ("For individual") Checkout

"For Stock" Orders: Click on the appropriate link.

The screenshot shows the 'warfighter' shopping cart interface. At the top, there's a navigation bar with links like HOME, GENERAL INFO, REGISTRATION, SHOP, SPECIALTY SHOPS, REGISTERED CUSTOMER SERVICES, VENDOR INFO, and BAG & NON BAG ITEMS. Below this, the user is logged in as 'Adam LaFaye war' with Order No. 44969. A 'Checkout' button is visible. The 'Line Items' table shows one item with 'Special Measurement: For Individual' and 'For Stock'. The 'Order Total' is \$90.20. The 'For Individual' and 'For Stock' links are highlighted with a red circle.

Select Item	No.	National Stock Number	Qty	Unit	Unit Price	Ext. Price	Req Number	Advice Code	MRQ	Action
	1	1917-00-000-000	1	each	\$90.20	\$90.20	87875860320001		999	Edit

Order Total: \$90.20

Figure 14: Special Measurements "For Stock" Data Entry

Special Measurement User's Guide

The screenshot shows the 'warfighter' Shopping Cart interface. At the top, there's a navigation bar with links like HOME, GENERAL INFO, REGISTRATION, SHOP, SPECIALTY SHOPS, REGISTERED CUSTOMER SERVICES, VENDOR INFO, and BAG & NON BAG ITEMS. The user is logged in as 'Adam LaFaye war' with Order No: 44954. The main table lists items with columns: Select Item, No., National Stock Number, Qty, Unit, Unit Price, Ext. Price, Req Number, Advice Code, MRQ, and Action. A row is selected with NSN 2416-00-000-000, Qty 1, Unit 'each', Unit Price \$44.05, and Ext. Price \$44.05. The 'Special Measurement' section has tabs for 'For Individual' and 'For Stock', with 'For Stock' being the active tab. Below the table, there's a 'Get MILSTRIP (s)' button and an 'Order Total: \$44.05' display. The bottom section contains fields for 'Stored Order' and 'Order Title', each with a 'Save' button.

Select Item	No.	National Stock Number	Qty	Unit	Unit Price	Ext. Price	Req Number	Advice Code	MRQ	Action
<input type="checkbox"/>	1	2416-00-000-000	1	each	\$44.05	\$44.05	87875860200001		999	

Order Total: \$44.05

Stored Order - Entire Order

To create a Stored Order template, enter a unique name in the Stored Order Name field and then click on the **Save** Button. Upon clicking **Save**, all product catalog items will be saved in an order template for future use.

Stored Order: **Save**

Order Title - Entire Order

To name this order, enter a title in the Order Title field and then click on the **Save** Button.

Order Title: **Save**

Milstrip Information- Entire Order

Supplemental Dodaac:

Figure 15: Shopping Cart “For Stock” screen

A pop-up box will appear; enter required data e.g., item size or NSN. When completion, click on “Update”.

The screenshot shows a pop-up window titled 'For Stock Comments:'. It contains a text area with the instruction: 'Enter additional comments for this special measurement item in this area.' Below the text area is an 'Update' button, which is highlighted by an orange arrow. The background shows the same shopping cart interface as Figure 15, but the pop-up is in the foreground.

For Stock Comments:

Enter additional comments for this special measurement item in this area.

Update

Figure 16: For Stock Comments pop-up box

Special Measurement User's Guide

Your shopping cart will now appear. To submit your Special Measurements order, click the Checkout button.

DEFENSE LOGISTICS AGENCY
warfighter
Defense Supply Center Philadelphia

Logged in as **Adam LaFaye war**
Order No: **44905**

Checkout

Line Items

Select Item	No.	National Stock Number	Qty	Unit	Unit Price	Ext. Price	Req Number	Advice Code	MRQ	Action
<input type="checkbox"/>	1	1917-00-000-000	1	each	\$90.20	\$90.20	87875860320001		999	Edit

Order Total: \$107.25

Figure 17: Shopping Cart “For Stock” Special Measurements Checkout Screen

When you have finished shopping and check out, be sure to click on your order receipt, which we recommend you print and save. To check Requisition Status, you must wait 24 hours.